



The County of Los Angeles

The County of Los Angeles, with a population of approximately 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. The County is rich in cultural diversity and home to world-renowned museums, theaters, the motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

The County has an annual budget in excess of \$25 billion. Thirty-five (35) administrative units or departments serve the needs of the County's population. The County employs over 100,000 positions to serve its diverse population.

THE DEPARTMENT OF MENTAL HEALTH

The Los Angeles County Department of Mental Health (DMH) is the largest county mental health department in the country. DMH directly operates 75 program sites and more than 100 co-located sites. DMH contracts with approximately 1,000 providers, including non-governmental agencies and individual practitioners who provide a spectrum of mental health services to people of all ages to support hope, wellness and recovery.

Our diverse workforce, including nurses, psychiatrists, psychologists, social workers, marriage and family therapists, medical doctors, community workers, trained family members and trained mental health consumers, serve over 250,000 residents of all ages each year.

POSITION OVERVIEW

The positions of Deputy Director, Mental Health are unclassified and are two of eight (8) Deputy Director, Mental Health positions. The Deputy Director has the responsibility, through subordinate supervisors, for the development of mental health or public guardian programs. This includes planning, developing, recommending, and directing programs that ensure the requirements of the medical profession, the community, and the requirements of governmental agencies and courts are met that ensure quality care is provided to patients and conservatees. The Deputy Director is a member of the Department's Executive Management Team.

EXAMPLES OF DUTIES

This Deputy Director's duties include, but are not limited to the following:

- Directs the administration of mental health programs and services including the formulation and development of policies relating to the delivery of mental health services throughout the County or within regional boundaries.
- Assesses the mental health needs of the communities within specific regional boundaries, evaluates the effectiveness of existing programs; and within agency guidelines, develops and implements new program or modifies existing programs.
- Plans, organizes, assigns, directs, and evaluates; through subordinate supervisors, the work of Bureau or Regional staff including administrative functions such as budget preparation and control, personnel selection and development, and preparation of reports.
- Directs the maintenance of records, preparation of reports, clinical and administrative functions necessary for the operation of the Bureau, which includes both centralized and service area operations.
- As a member of the Executive Management Team, formulates Bureau policy and plans, organizes, directs and evaluates, through subordinate District Chiefs and Program Heads, the work of the Bureau.
- Represents the Director of Mental Health and/or the Department of Mental Health during meetings and conferences with federal, state and other county departments and with various public and private agencies.
- Insures that services provided by the Department meet federal and state legislated regulations and standards; and services meet court mandated standards for conservatees.

MINIMUM REQUIREMENTS

OPTION I: Completion of a residency approved by the American Specialty Board in Psychiatry and four years of post-doctoral field experience in psychiatry, three years of which must have been in a highly responsible *administrative capacity AND a valid California State Physician and Surgeon's license authorized by the Board of Medical Examiners of the State of California. -OR-

OPTION II: A Doctorate Degree in a field of psychology from an accredited university or college and four years of post-doctoral field experience in the application of clinical psychology techniques, three years of which must have been in a highly responsible *administrative capacity AND a valid license to practice as a Psychologist issued by the State of California, Board of Psychology. -OR-

OPTION III: A Master's Degree from an accredited school of social work and four years of post-degree field experience, three years of which must have been in a highly responsible *administrative capacity AND a valid license to practice as a Clinical Social Worker issued by the California State Board of Behavioral Sciences. -OR-

OPTION IV: A Master's Degree from an accredited school of Marriage and Family Therapy and four years of post-degree field experience, three years of which must have been in a highly responsible *administrative capacity AND a valid license to practice as a Marriage and Family Therapist issued by the California State Board of Behavioral Sciences. -OR-

OPTION V: A Master's Degree in nursing, and four years of post-degree field experience in community mental health, three years of which must have been in a highly responsible *administrative capacity AND a valid license to practice as a Registered Nurse issued by the California Board of Registered Nursing.

SPECIAL REQUIREMENT INFORMATION

*Administrative capacity is defined as work performed in the overall management of a function or an organizational unit, including responsibility for the development of procedures, budget preparation, the direction of supervisory employees and participation in policy formulation. This includes experience at the level of independent responsibility for assignments of average difficulty analyzing and making recommendations for the solution of problems of organization, budget, personnel, information services, programs, facilities planning, materials management, and general management.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Experience as a senior or executive level manager of a large complex system in a major mental health program.
- Extensive analytical skills in the areas of fiscal auditing and revenue generating programs, including position recommendations.
- Strong management, organizational and leadership skills to coordinate the work of professional and technical personnel and the ability to handle multiple, highly sensitive priorities.
- Experience in managing, recruiting and maintaining a multi-cultural workforce to meet the needs of the community.
- Excellent writing skills, with a strong emphasis in composing technically sound correspondence.
- The ability to work effectively with public officials, community and advisory groups, and private citizens.

ANNUAL SALARY & BENEFITS

ANNUAL SALARY: \$117,316 – \$177,568, Range R14. The successful candidate may be appointed to any salary within the range, depending on qualifications and is subject to Chief Executive Office and Board of Supervisors approval. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- ❖ **Retirement Plan** – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- ❖ **MegaFlex Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex.)
- ❖ **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- ❖ **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- ❖ **Holidays** – Eleven paid days per year.
- ❖ **Non-Elective Days** – Ten paid days per year with the option to buy an additional one to 20 elective annual leave days.
- ❖ **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's qualifications for this position. The resume should include any additional information which the candidate would like considered.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director for final selection.

NOTE: Prior to appointment, an extensive background investigation may be completed on the candidate selected for this position.

Hope wellness recovery

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2823 (ADA Coordinator - Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS)

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) US employment eligibility.

SOCIAL SECURITY ACT OF 2004: Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary and special qualifications. Resumes should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

This Information is required to determine if candidate meets the **Minimum Requirements** and **Desirable Qualifications** sections of this recruitment announcement.

Pursuant to State and Federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest and resume package to:

Theresa Williams
Department of Mental Health
Human Resources Bureau
550 South Vermont Ave., 9th Floor, Room 901
Los Angeles, CA 90020
Phone: (213) 738-2871
Fax: (213) 637-5892
Email: twilliams@dmh.lacounty.gov

This announcement may be downloaded from the
COUNTY OF LOS ANGELES website at:
<http://hr.lacounty.info>

The County of Los Angeles is an
Active Equal Opportunity Employer



H:Recruitment/DeputyDirector, MH2013-Edited 09/05/13



THE COUNTY OF LOS ANGELES INVITES RESUMES



DEPUTY DIRECTOR, MENTAL HEALTH (UNCLASSIFIED)

Annual Salary
\$117,316 - \$177,568 (Range R14)

Filing Period
February 13, 2014 Until the Position is Filled

